

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 428-8713

Fax: (540) 347-5753

NOTICE OF CONTRACT AWARD

1. DATE: September 8, 2006
2. COMMODITY NAME: Actuarial Services
3. CONTRACT NUMBER: 104-06smc
4. SUPERCEDES: N/A
5. CONTRACT PERIOD: September 8, 2006 through June 30, 2011
6. FIRM: Bolton Partners, Incorporated
FCG&PS VN: 642767 575 S. Charles St. Suite 500
FIN# 52-1231144 Baltimore, MD 21201
PH (443) 573-3916 FX (410) 685-1924
7. TERMS: Net 45 days
8. FOR FURTHER INFORMATION CONTACT: Susan R. Monaco, CPPB
PH (540) 428-8713

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

By: _____
Susan R. Monaco, CPPB
Procurement Manager

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Firm use.
3. Inspection of services performed and approval of Firm’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Firm. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Use of Contract by Other Jurisdictions: Because this is a professional services contract, use by other jurisdictions is not permitted, per the Code of Virginia. A copy of the original RFP and mailing list may be obtained by contacting the buyer listed on the front of this document, for assistance and reference.

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Actuarial Services, RFP# 104-06sm

FEE SCHEDULE (Please submit under separate cover, upon request only)

	Fees per Fiscal Year, for the term of contract			
	FY07	FY08	FY09	FY10
Actuarial Reports, based on Stmt of Needs				
Option Services, 115 Trust (ref. Section 3.6)	\$10,000	\$10,000	\$10,400	\$10,800
Other Optional Services (ref. Section 3.7)	\$30,000 *			\$11,200
	**			

Note: the fiscal years referenced above reference actuarial studies for the subsequent budget year. For example, work performed in FY 2007 will be to determine the FY2008 contribution and liability amounts.

*This is an estimate but will be a "not-to-exceed" price.

**Will be based on hourly rates. Once scope of services determined, a "not-to-exceed" price will be quoted prior to commencing project.

Provide Hourly Rates for Optional Services by staff identified to provide service:

(insert position title here)

Senior Actuary	\$274.50	\$274.50	\$280.00	\$280.00
Senior Consultant	\$225.00	\$225.00	\$255.00	\$255.00
Actuarial Assistant	\$153.00	\$153.00	\$160.00	\$160.00
Attorney	\$247.50	\$247.50	\$255.00	\$255.00
Chief Actuary	\$346.50	\$346.50	\$350.00	\$350.00